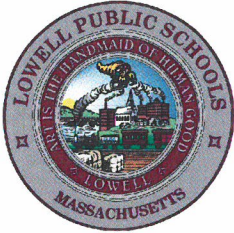


LOWELL PUBLIC SCHOOLS

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To: Dr. Joel Boyd, Superintendent of Schools  
From: Latifah Phillips, Chief Equity and Engagement Officer  
Date: August 6, 2021  
Re: McKinney Vento American Rescue Plan (ARP) Grant

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The District has been awarded \$129,107 through the American Rescue Plan (ARP)-Homeless Children and Youth grant to support the identification, enrollment, and successful school participation of children experiencing homelessness.

As part of the strategy for improving the identification of homeless students and supporting their school success, the McKinney Vento program is proposing that \$77,760 of the grant be allocated to fund three (3) temporary part-time McKinney-Vento liaison positions.

The positions proposed are:

**McKinney-Vento Liaison (Transportation)—**

This temporary part-time position will work in conjunction with the McKinney-Vento Liaisons and the Transportation Department and focus on processing, coordinating, and tracking all transportation requests for the district's homeless students. ARP funding is intended to provide additional and immediate supports and wrap-around services for students facing homelessness, and transportation is a critical service provided to homeless students. Transportation flexibilities for McKinney Vento students extend beyond the regular transportation policy and entail a significant amount of time and coordination. A dedicated staff person to assist with homeless transportation during this period of COVID-19 response and recovery will allow the other McKinney Vento liaisons to spend more time working directly with families.

**McKinney-Vento Liaison (High School) -**

This temporary part-time position will be assigned to work with high school students experiencing homelessness, with a specific focus on grade 9 students. Working in conjunction with the Freshmen Academy, this liaison will develop and implement a mentor program for grade 9 students, monitor attendance, and provide training to the high school staff.

### **McKinney-Vento Liaison (Unaccompanied Youth) -**

This temporary part-time position will have a specific focus on the district's unaccompanied youth with special attention given to high school unaccompanied youth. Unaccompanied youth are historically very challenging to identify and this staff person will support unaccompanied youth already identified as well as develop and implement strategies to identify unaccompanied youth who have currently not been identified. Additionally, this person will liaise with other community agencies that support unaccompanied youth in order to connect the district's students with community resources.

The remainder of the ARP grant funding will be used to provide academic tutoring and enhanced resource needs such as basic needs such as bus/transportation passes, hygiene items, etc.

The memo was developed with input and information provided by Dr. Rebecca Duda, the district's Homeless Liaison and FRC Coordinator.

**McKinney-Vento Liaison—High School**  
**(part-time; 48-week position;**  
**Funded through American Rescue Plan (ARP)- Homeless Children and Youth I**  
**(one year position with possibility of second year of funding)**

**General Description:**

The McKinney Vento Homeless Education grant focuses on Lowell's homeless, doubled up and unaccompanied youth population. The goal of the grant is to provide support to homeless students; education, outreach and resources to parents; and training and support for teachers and related staff. This position will specifically support high school students encountering homelessness with a specific focus on grade 9 students. This individual will also collaborate with the McKinney-Vento Liaison—Unaccompanied Youth and the Attendance Office.

**Qualification Requirements:**

- High School Diploma; Bachelor's Degree preferred
- Excellent verbal and written communication skills.
- Knowledge of Office and Google suites
- Excellent organizational skills
- Experience managing programs or projects that effectively serve at-risk youth and families.
- Experience working with homeless families with children
- Familiarity with community resources and services for homeless children and families
- Understanding of the McKinney-Vento Education Act
- Valid Driver's license
- Understanding of alternative pathways to high school completion
- Must be willing to work a flexible schedule afternoons/evenings/ weekends as needed
- Preference will be given to candidates who are bilingual

**Performance Responsibilities:**

The McKinney Vento Liaison—High School will be responsible for supporting the implementation of the McKinney Vento Homeless Education Grant including:

- Ensuring that parents/guardians of homeless children and youth are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
- Conducting home visits and providing outreach support to parents/guardians and children who are homeless to confirm the family's status and determine resources to support family.
- Collecting data on the number of homeless, doubled up and unaccompanied youth in the district.



- Planning to meet the individual goals of parents/guardians and students through ongoing communication and collaboration with shelter staff and the McKinney Vento Parent Liaison to promote shared learning goals and support strategies.
- Performing such other tasks as related to the shared goals and objectives of the district and the McKinney Vento Homeless Education Grant as required by the MA Department of Elementary and Secondary Education.
- Conduct McKinney-Vento screenings for new high school students
- Assist new high school students in obtaining required documentation (e.g. vaccinations; transcripts)
- Coordinate in-take for new students and their assigned house to ensure a smooth transition to the high school
- Develop and implement a mentor program for incoming grade 9 students with a focus on Hispanic/Latino students who qualify for McKinney-Vento services
- Track attendance of high school students and develop supports for improving attendance as needed in conjunction with the Attendance Supervisor
- Collaborate with the McKinney-Vento Liaison for Unaccompanied Youth as needed to support high school students
- Provide training to high school staff on McKinney-Vento Education Act
- Counsel students as needed on alternative pathways to high school completion
- Coordinate tutoring services as needed

Reports to: Family Resource Center Coordinator

Effective Date of Employment: Start Immediately - August 2021

Salary: \$30hr - up to 18hrs per week

**McKinney-Vento Liaison for Transportation**  
**(part-time, 48-week position; grant funded)**  
**Funded through American Rescue Plan (ARP)- Homeless Children and Youth I**  
**(one year position with possibility of second year of funding)**

**General Description:**

The McKinney Vento Homeless Education grant focuses on Lowell's homeless, doubled up and unaccompanied youth population. The goal of the grant is to provide support to homeless students; education, outreach and resources to parents; and training and support for teachers and related staff. This position will specifically support the district's McKinney-Vento staff with transportation requests and provide oversight for homeless transportation.

**Qualifications:**

- High School diploma; Bachelor's degree preferred
- Valid Massachusetts driver's license
- Excellent verbal and written communication skills
- Strong organizational skills; attentive to detail.
- Experience in school transportation
- Knowledge of area transportation providers for school children
- Experience working with homeless families with children
- Experience with Office and Google Suites and transportation software such as Versatrans.
- Understanding of the McKinney-Vento Educational Act
- Preference will be given to candidates who are bilingual
- Must be willing to work flexible hours; afternoons, evenings, and/or weekends

**Performance Responsibilities:**

The McKinney-Vento Liaison for Transportation will be responsible for supporting the implementation of the McKinney Vento Homeless Education Grant including but limited to:

- Processing and submitting to local vendors transportation requests for homeless students (e.g students in out of district shelters who attend school of origin in Lowell)
- Monitoring homeless transportation requests to local vendors and track the turnaround time for such requests
- Communicate with McKinney-Vento Liaisons and homeless families transportation information (e.g. start date/time for transportation requests)
- Processing and submitting cost shares with other districts as needed
- Process and maintain all driving contracts entered into with homeless families
- Order, distribute and track distribution of LRTA day passes and Charlie Cards
- Collaborate with the Transportation Department to ensure they are aware of all address changes for homeless families.

- Collaborate with the Transportation Department to improve tracking of homeless transportation costs.
- Service homeless walk-in families in the Family Resource Center regarding transportation questions
- Ensure bus passes for homeless families are processed and ready for start of school.
- Coordinate Summer School transportation as needed for homeless families

Reports to: Family Resource Center Coordinator

Effective Date of Employment: Start Immediately - August 2021

Salary: \$30 hr - up to 18hrs per week